

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITIES**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **CONTRACT MONITOR**

**Role Title: Program Administration Specialist II**

**Position: #00551**

**Pay Band 5, Level II Hiring Range: \$39,384 - \$ 71,158**

**Closing Date: May 14, 2007**

Program Integrity Division. This position will lead oversight of specific portions of the general provider auditing services contract and the non-traditional programs identified within the contract. Requires considerable knowledge of all aspects of contract implementation and monitoring. Requires demonstrated abilities to analyze data and resolve problems; to interpret federal and state regulations and DMAS policy; research and identify changes in program requirements and policies. Requires working knowledge of project management, implementation and evaluation. Requires demonstrated ability to organize and prioritize work assignments; prepare comprehensive reports; and develop and conduct training. Requires proficiency using personal computers and developing databases. Graduation from an accredited college with coursework in health, public or business administration or related field preferred. An equivalent combination of training/experience may substitute.

### **ONLINE STATE APPLICATION REQUIRED**

**Resumes will not substitute for state applications.** DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing date referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

**Receptionist: 804-786-5408, TDD 800-343-0634**

**Web sites for vacancy listings**

**RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>**

**DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)**

**EEO/AA/ADA**